

ACTION  
OLL 85-2549**Office of Legislative Liaison****Routing Slip**

TO:	ACTION	INFO
1. D/OLL		X
2. DD/OLL		X
3. Admin Officer		
4. Liaison	Y	
5. Legislation		
6. <span style="border: 1px solid black; display: inline-block; width: 100px; height: 1.2em; vertical-align: middle;"></span>		X
7. <span style="border: 1px solid black; display: inline-block; width: 100px; height: 1.2em; vertical-align: middle;"></span>		X
8. <span style="border: 1px solid black; display: inline-block; width: 100px; height: 1.2em; vertical-align: middle;"></span>		
9. <span style="border: 1px solid black; display: inline-block; width: 100px; height: 1.2em; vertical-align: middle;"></span>		
10. <span style="border: 1px solid black; display: inline-block; width: 100px; height: 1.2em; vertical-align: middle;"></span>		

SUSPENSE      15 Oct 85  
Date

Action Officer:	<span style="border: 1px solid black; display: inline-block; width: 150px; height: 1.2em; vertical-align: middle;"></span>
Remarks:	<div style="border: 1px solid black; height: 30px;"></div>

BC / 30 Aug 85  
Name/Date

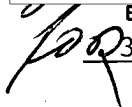
**EXECUTIVE SECRETARIAT**  
ROUTING SLIP

TO:		ACTION	INFO	DATE	INITIAL
	1 DCI				
	2 DDCI				
	3 EXDIR				
	4 D/ICS				
	5 DDI				
	6 DDA		X		
	7 DDO				
	8 DDS&T				
	9 Chm/NIC				
	10 GC				
	11 IG				
	12 Compt				
	13 D/Pers				
	14 D/OLL	X			
	15 D/PAO				
	16 SA/IA				
	17 AO/DCI				
	18 C/IPD/OIS				
	19 NIO				
	20 D/OL		X		
	21				
	22				
		SUSPENSE <u>15 Oct 85</u> Date			

## Remarks

TO #14:  
For your direct response with an info  
copy to ER.

Executive Secretary


30 Aug 85

Date

3637 (10-81)

STAT

Executive Registry

85- 2891

CHARLES MCC. MATHIAS, JR., SENATOR FROM MD.  
 VICE CHAIRMAN  
 MARK O. HATFIELD, SENATOR FROM OR  
 HOWARD H. BAKER, JR., SENATOR FROM TN  
 WENDELL H. FORD, SENATOR FROM KY  
 CLAIBORNE PELL, SENATOR FROM RI

818 HART SENATE OFFICE BLDG.  
 U.S. SENATE  
 WASHINGTON, DC 20510  
 PHONE: 224-5241

LEGISLATIVE LIAISON

85-2549

# Congress of the United States

## Joint Committee on Printing

FRANK ANNUNZIO, REPRESENTATIVE FROM IL,  
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 ANTHONY J. ZAGAMI, GENERAL COUNSEL  
 RICHARD OLESZEWSKI, DEPUTY STAFF DIRECTOR  
 FAYE M. PADGETT, ASSISTANT STAFF DIRECTOR

August 27, 1985

TO: Heads of all Federal Departments and Agencies

On October 1, 1984, Chairman Annunzio established a pilot program at the Government Printing Office, Rapid Response Center (RRC) to provide a new level of comprehensive service in the National Capital Area. The facility is being upgraded and modernized and the addition of a procurement staff has provided a new dimension to the RRC's ability to respond to customer needs. All changes were based on the results of a customer survey which defined equipment needs and contract specifications. The results for Washington, DC, Northern Virginia, and Maryland customers have been most positive.

The response to the pilot program has convinced the Joint Committee on Printing that this approach could potentially be applied to all of the Government Printing Office Regional Printing Procurement Office and Field Printing Plants. For this reason, the Joint Committee will request the Public Printer to allocate appropriate resources to all of these offices to allow them to provide the same comprehensive level of service offered by the RRC. This new policy and direction will go into effect immediately. However, in order to maximize the potential for success, your agency is requested to participate in a JCP national survey of customer needs (see attached). Many of your offices will also be sent copies of the survey directly from the GPO Regional Offices. The results of this survey will be used to project workload levels, to aid in the modernization and upgrading of the facilities. We request that your local offices respond to the Joint Committee by October 15, 1985. Follow-up visits may be made by a survey team. Survey results will be used to determine the ultimate configuration of each location.

During the transition period from the existing configurations to full implementation of this concept, you will see a wide variety of changes taking place. I am pleased to announce that the first such change about to take place is the establishment of a number of satellite offices outside of the existing Regional office cities. Between now and the completion of all of the changes that are to come, every effort will be made to satisfy agency mission requirements.

With best wishes,

Sincerely,

*Charles McC. Mathias Jr.*  
 Charles McC. Mathias  
 Chairman

### JCP SURVEY OF REGIONAL CUSTOMER PRINTING NEEDS

Please contact JCP Professional Staff on (202) 224-5950 or your nearest Regional GPO Office if you have any questions on this matter. All correspondence should be addressed to:

Joint Committee on Printing  
Attn: Regional Customer Needs Survey  
Hart Senate Office Building  
Washington, DC 20510

Submitting Agency \_\_\_\_\_ Bureau or Office \_\_\_\_\_

Location \_\_\_\_\_ Department contact \_\_\_\_\_

Telephone No. \_\_\_\_\_ City and State \_\_\_\_\_

\*GPO Regional Office(s) \_\_\_\_\_

\*If more than one GPO Regional Office is used, please complete a separate survey form for each GPO office.

**ESTIMATED ANNUAL PRINTING NEEDS FOR**

Anticipated number of orders per year \_\_\_\_\_

Number of orders with an 8 - hour or less delivery \_\_\_\_\_

Number of orders with a 9 - to 24 - hour delivery \_\_\_\_\_

Number of orders with a 2 - to 3 - day delivery \_\_\_\_\_

Number of orders with a 4 - to 7 - day delivery \_\_\_\_\_

Number of orders with an 8 - to 10 - day delivery \_\_\_\_\_

Number of orders with an 11 - to 21 - day delivery \_\_\_\_\_

Number of orders with more than 21 - day delivery \_\_\_\_\_

**PRINTING AND BINDING**

Number of orders requiring duplicating or electrostatic copying \_\_\_\_\_ Avg. pages \_\_\_\_\_ Avg. copies \_\_\_\_\_

Number of book orders (over 96 pages) \_\_\_\_\_ Avg. pages \_\_\_\_\_ Avg. copies \_\_\_\_\_

Number of pamphlet orders (96 pages or less) \_\_\_\_\_ Avg. pages \_\_\_\_\_ Avg. copies \_\_\_\_\_

Number of cut sheet form orders (not more than 4 pages)

Carbonless paper \_\_\_\_\_ Avg. No. parts \_\_\_\_\_ Avg. sizes \_\_\_\_\_ Avg. copies \_\_\_\_\_

Marginally punched \_\_\_\_\_ Avg. No. parts \_\_\_\_\_ Avg. sizes \_\_\_\_\_ Avg. copies \_\_\_\_\_  
(continuous)

Writing paper \_\_\_\_\_ Avg. No. pages \_\_\_\_\_ Avg. sizes \_\_\_\_\_ Avg. copies \_\_\_\_\_

Percentage of orders requiring two or more color presswork \_\_\_\_\_

Number of classified or sensitive orders \_\_\_\_\_ Avg. pages \_\_\_\_\_ Avg. copies \_\_\_\_\_

**COMPOSITION REQUIREMENT**

Composition required on \_\_\_\_\_ orders. Number of pages \_\_\_\_\_

Does your agency have telecommunications or floppy disk capability \_\_\_\_\_

Is your agency willing to install a modem etc, necessary for telecommunications \_\_\_\_\_

Is your agency willing to supply floppy disks from word processors or personal computers \_\_\_\_\_

Approximate number of manuscript pages expected \_\_\_\_\_

Approximate number of manuscript pages expected to be transmitted via telecommunications \_\_\_\_\_

via floppy disk \_\_\_\_\_

Estimated number of orders requiring classified/sensitive handling \_\_\_\_\_ Number of pages \_\_\_\_\_

Will your agency be interested in computer graphics services \_\_\_\_\_ If so, number of pages weekly \_\_\_\_\_

**MAILING/DISTRIBUTION**

Number of orders for mailing service only \_\_\_\_\_ order

Would your agency use computerized mailing list management services \_\_\_\_\_



CONGRESS OF THE UNITED STATES

JOINT COMMITTEE ON PRINTING

WASHINGTON, D.C. 20510

OFFICIAL BUSINESS

*Frank Annunzio*  
M.C.

Joint Committee on Printing  
ATTN: RRC Survey  
Hart Senate Office Building  
Room 818  
Washington, DC 20510